

## Quick Reference Guide:

# Program Participation Data Verification

*This guide explains how to verify the various Program Participation data elements entered into AIM.*

*Topics covered in this Quick Reference Guide include:*

- *Creating Student Information Reports*
- *Creating Ad Hoc Reports*
- *Using Ad Hoc Reports*
- *Data Corrections*
- *Step-by-Step Guide to Data Elements and Verification*
- *Race/Ethnicity*
- *Job Corp, Youth ChalleNGe, MT Digital Academy*
- *Special Education*
- *FRAM*



Data Verification is an important process at the district level to ensure the data entered into AIM is the same as the data in the district's Student Information System (SIS). Program Participation Data Verification must be done prior to the final due date for the Fall, Test Window, and End of Year Program Participation Collections.



Before beginning this process, here are a few considerations:

### 1. When should I verify the program participation data?

- Fall Program Participation Collection reports participation of students enrolled **as of 10/5/2015 (Fall Count Date)** and must be completed **by October 16, 2015**.
- Test Window Program Participation Collection reports participation of students enrolled **as of 3/22/2016 (Test Window Count Date)** and must be completed **by April 22, 2016**.
- End of Year Program Participation Collection reports participation of students enrolled **as of the last day of school** and must be completed **by June 17, 2016**.

### 2. Which reports are available in AIM to help verify data?

- Several canned reports are available within Infinite Campus to verify student data. *page 2*

### 3. What are Ad Hoc Reports? How are they created?

- Ad Hoc Reports are custom reports created by districts to verify specific data elements. This guide explains how to create specific Ad Hoc reports to verify participation data. *page 3*

### 4. Once I've created Ad Hoc Reports, how do I use them?

- Ad Hoc Reports can be saved, printed, exported to Excel, or used to generate custom searches in AIM. *page 8*
- Ad Hoc reports can either be saved for use only by the creator of the filter or can be shared with other district users. *page 9*

### 5. How do I make a change if I find an error in my data?

- Errors may be corrected directly in the student's enrollment record or a district may re-upload the Program Participation Data. *page 11*

### 6. What data elements should I verify?

- *The Step-by Step Guide to Data Elements* explains data elements and how to verify each one. *page 12*

### 7. What is FRAM and how do I use it?

- FRAM is the new module for Free/Reduced meal status in AIM. Data can be entered into FRAM either using direct entry or a file upload. *page 33*

## STUDENT INFORMATION REPORTS

These two reports are available in AIM for data verification. These reports can be run as part of the data verification process.

From the **Index**, expand **Student Information/Reports**.

- The **Enrollment Status** report lists students by name, according to set criteria.
- The **Enrollment Summary** report gives a count of students by *School, Grade, Race/ Ethnicity* and *Gender* as of a specific date.

The screenshot shows the 'Student Enrollment Status' report interface. At the top, there are dropdowns for 'Year' (14-15) and 'School' (Granite High School). Below these are tabs for 'Index', 'Search', and 'Help'. A left sidebar contains a tree view of 'Student Information' with 'Enrollment Status' highlighted. The main content area has a title bar 'Student Enrollment Status' and a description: 'This report lists students' enrollment start/end status and mailing address. The default calendar year is the current selected calendar.' Below this are two sections: 'Which students would you like to include in the report?' and 'Which calendar(s) would you like to include in the report?'. The first section has radio buttons for 'Grade' (selected) and 'Ad Hoc Filter', with a list of grades (KF, KH, P1, PK) and date range inputs for 'Enrollment Add Date' and 'Enrollment Drop Date'. The second section has radio buttons for 'active year', 'list by school', and 'list by year', with a list of schools (13-14 Granite High School, 13-14 Phillipsburg 7-8, 13-14 Phillipsburg School). Below these are 'Display Options' (Start Date, End Date) and 'How would you like the report sorted?' (Alpha, Grade, Student Number). At the bottom, there are two lists: 'Start Status' and 'End Status', each with a list of enrollment status codes and descriptions. A 'Print in HTML format' checkbox and a 'Generate Report' button are at the bottom right.

### NOTE:

In some cases, the Enrollment Summary Report may not give an accurate accounting of students by Race/Ethnicity. Please see Step-By-Step Guide to Data Elements below for more accurate ways to verify Race/Ethnicity data.

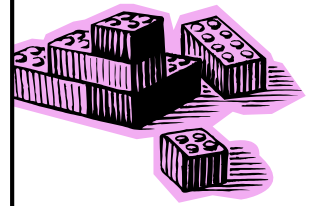
The screenshot shows the 'Enrollment Summary Report' interface. At the top, there are dropdowns for 'Year' (14-15) and 'School' (Granite High School). Below these are tabs for 'Index', 'Search', and 'Help'. A left sidebar contains a tree view of 'Student Information' with 'Enrollment Summary' highlighted. The main content area has a title bar 'Enrollment Summary Report' and a description: 'This report will list a breakdown of enrollments grouped by school, grade, gender and race using Federal Race/Ethnicity designations or State Race/Ethnicity values. If your state has the Tall report format is recommended. Students with enrollments flagged as "No Show" are not included.' Below this is an 'Enrollment Effective Date' input field (09/03/2014). Then, there are two sections: 'Which schools would you like to include in the report?' and 'Which Race/Ethnicity values would you like to use?'. The first section has a list of schools (All Schools, Granite High School, Phillipsburg 7-8, Phillipsburg School). The second section has radio buttons for 'Federal Race/Ethnicity Values' (selected) and 'State Race/Ethnicity Values'. Below these are 'How would you like to format the report?' (Original Format: Race/Ethnicities across the top and Grade Levels vertically, Tall Format: Grade Levels across the top and Race/Ethnicities vertically) and 'What types of enrollments would you like to include in the report?' (P: Primary, S: Partial, N: Special Ed Services). At the bottom, there are 'Report Options' (Observe State Exclude, Only print Race/Ethnicities in which there is at least one student with that value, Print in HTML format) and a 'Generate Report' button.

## AD HOC REPORTING

Another method for data verification is the use of the **Ad Hoc Reporting** tool.

These are "on the fly" reports generated to verify particular data elements. District users build the reports and may share them with other district users. See the user guide [Ad Hoc Reporting](#) for specific instructions.

OPI staff may also create Ad Hoc Reports and share them with districts. Look for announcements of new reports from OPI in your **Process Inbox**. The location of these reports will be under your Ad Hoc Reporting area in the "State Published" section. See the user guide [State Published Ad Hoc Reports](#) for specific instructions.

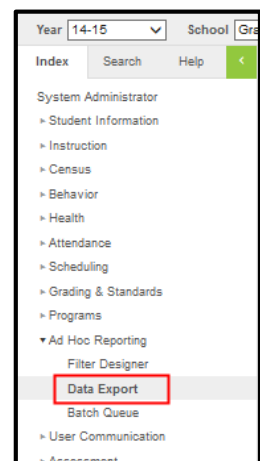


### Using Ad Hoc Reports

Ad Hoc reports are useful for comparing data between the district's source data and the MT Edition of AIM. If the district does not have a Student Information System, Ad Hoc reports can be used to verify

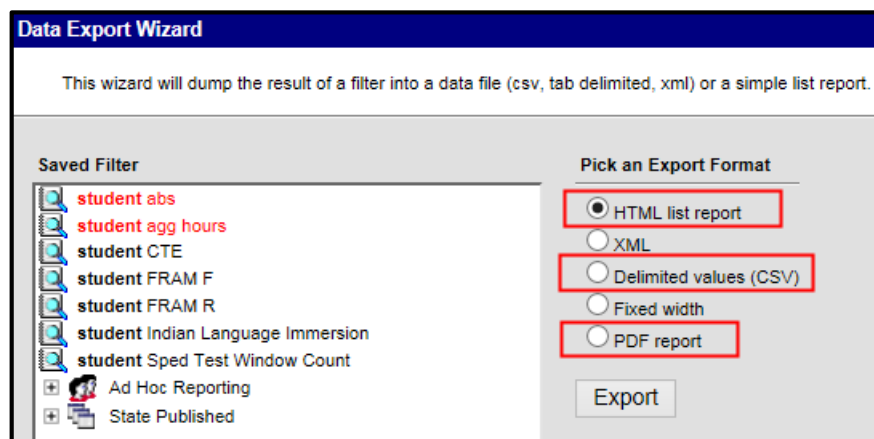
### Exporting Ad Hoc Reports

Ad Hoc report filters can be exported in a variety of formats. To view the options, under **Index**, *expand Ad Hoc Reporting* and *select Data Export*.



The three most common types of formats are HTML list report, Delimited values (CSV) and PDF report.

Pros and cons for each format are described below.



Enrollment Counts Total Records:71

All Records

student.grade 01

student.startDate	student.startStatus	student.personID	State ID	student.studentNumber	student.lastName	student.firstName
08/31/2011	02	839	355046078	3	Allen	Gary
08/31/2011	02	845	807787521	9	Bentley	Dierks
08/31/2011	02	862	536935907	26	Evans	Sara
08/31/2011	02	865	512717076	29	Greenwood	Lee
08/31/2011	02	903	212117740	67	Judd	Wynonna
08/31/2011	02	875	787682308	39	LeDoux	Chris
08/31/2011	02	879	281099467	43	McCoy	Neal
08/31/2011	02	881	149165791	45	Millsap	Ronnie
08/31/2011	02	895	650867586	59	Tillis	Mel
08/31/2011	02	898	765625916	62	Twain	Shania

student.grade 01 Records: 10

student.grade 02

student.startDate	student.startStatus	student.personID	State ID	student.studentNumber	student.lastName	student.firstName
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The HTML list report view opens in a new internet window. It cannot be sorted and does not print well. It is best for viewing results on screen or copying into a spreadsheet (Ctrl A, Ctrl C, then Ctrl V into an Excel spreadsheet).

The Delimited value (CSV) format exports the report to Excel. It is the best format for sorting, but may require modification to print well. It is best for advanced reporting or combining with additional data.

	A	B	C	D	E	F	G	H	I	J
1	student.startDate	student.startStatus	student.personID	State ID	student.studentNumber	student.lastName	student.firstName	student.grade	student.enrollmentStatus	student.enrollmentDate
2	8/31/2011	2	839	355046078	3	Allen	Gary	1		
3	8/31/2011	2	845	807787521	9	Bentley	Dierks	1		
4	8/31/2011	2	862	536935907	26	Evans	Sara	1		
5	8/31/2011	2	865	512717076	29	Greenwood	Lee	1		
6	8/31/2011	2	903	212117740	67	Judd	Wynonna	1		
7	8/31/2011	2	875	787682308	39	LeDoux	Chris	1		
8	8/31/2011	2	879	281099467	43	McCoy	Neal	1		
9	8/31/2011	2	881	149165791	45	Millsap	Ronnie	1		
10	8/31/2011	2	895	650867586	59	Tillis	Mel	1		
11	8/31/2011	2	898	765625916	62	Twain	Shania	1		
12	8/31/2011	2	906	240183925	70	Brown	Zac	2		
13	8/31/2011	2	855	520296697	19	Cash	Roseanne	2		
14	8/31/2011	2	868	716111477	32	Hill	Faith	2		
15	8/31/2011	2	877	180735107	41	Lynn	Loretta	2		
16	8/31/2011	2	884	406454610	48	Nelson	Willie	2		
17	8/31/2011	2	886	119459608	50	Paisley	Brad	2		
18	8/31/2011	2	843	828671391	7	Perry	Neil	2		

15-16 Granite High School 407 Schnepel St. Phillipsburg MT 59858 Generated on 10/14/2015 03:53:57 PM Page 1 of 3						ADA 2013-14 Missing I	
State ID	Last Name	First Name	Grade	Service Type	Enrl Start Date	Enrl End Date	
813337554	Allen	Gary	09	P	09/02/2015		
494435677	Bentley	Dierks	09	P	09/02/2015		
530828001	Evans	Sara	09	P	09/02/2015		
255742128	Greenwood	Lee	09	P	09/02/2015		
984044774	Judd	Wynonna	09	P	09/02/2015		
386162861	LeDoux	Chris	09	P	09/02/2015		
934302984	Millsap	Ronnie	09	P	09/02/2015		

The PDF report format exports the report to Adobe. It is good for viewing but does not allow additional sorting. It is best used for printing reports for verification or presentation of data.





**Remember:** Ad Hoc reporting results are determined by the *Year*, *School*, and/or *Calendar* selected. Reports can be re-used each calendar year – simply select the *Year* and *School* to view data for. However, if specific dates were entered in the filter fields, such as a count date, be aware that these dates will change from year to year and must be updated. If the report contains a field such as "End Year" and a filter was entered for a particular year, the report results will be skewed if a different year is selected on the User Interface.

## Sharing Ad Hoc Reports

Users can allow others within the district to use the Ad Hoc reports they created by adding a user to the Ad Hoc group.

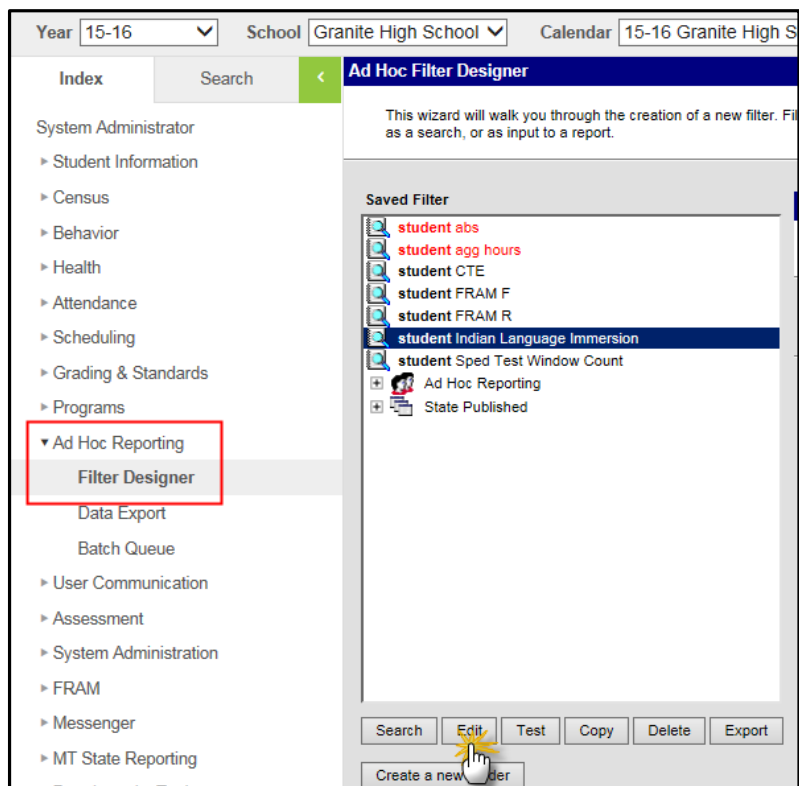
To add a user to an Ad Hoc Group, click the **Search** tab. Select **User** from the pull-down menu. Enter the user's last name (or the user name – e.g., *admin0415*) and click **Go**.

Select the **User Groups** tab. Check the box for Ad Hoc Reporting (or the name of any other group that you want to share reports with). Click **Save**.

The screenshot shows a web interface for user management. At the top, there are filters for Year (15-16), School (Granite High School), and Calendar (15-16 Granite High School). Below these are tabs for Index, Search, and a green arrow icon. The Search tab is active, showing a search for 'admin' with 5 results. The results list includes 'admin0415' (Administrator, System). To the right, the 'User Groups' tab is selected for user 'admin0415'. A 'Save' button is visible. The 'User Group Membership' section contains a grid of checkboxes for various roles. The 'Ad Hoc Reporting' checkbox is checked and highlighted with a red box.

User Group Membership		
<input type="checkbox"/> + GHS Calendar	<input type="checkbox"/> + P7 Calendar	<input type="checkbox"/> + PS Calendar
<input type="checkbox"/> - GHS Calendar	<input type="checkbox"/> - P7 Calendar	<input type="checkbox"/> - PS Calendar
<input type="checkbox"/> 0 GHS Calendar	<input type="checkbox"/> 0 P7 Calendar	<input type="checkbox"/> 0 PS Calendar
<input type="checkbox"/> Ad Hoc Read Only	<input checked="" type="checkbox"/> Ad Hoc Reporting	<input type="checkbox"/> All Users
<input type="checkbox"/> Attendance Clerks	<input type="checkbox"/> Counselors	<input type="checkbox"/> Data Health Check
<input type="checkbox"/> Disciplinary Staff	<input type="checkbox"/> Health Staff	<input type="checkbox"/> Master Schedulers
<input type="checkbox"/> Principals	<input type="checkbox"/> Read Only	<input type="checkbox"/> Records Transfer
<input type="checkbox"/> Registrars (Census)	<input type="checkbox"/> Special Education Admin	<input type="checkbox"/> Special Education Staff
<input type="checkbox"/> Sped Read Only	<input type="checkbox"/> State Reporting Staff	<input type="checkbox"/> Teachers

Return to **Ad Hoc Reporting/Filter Designer**. Under Saved Filter, select a report. Click **Edit**.



Down in the right lower corner you will find the Back and Next buttons.

Click **Next** and **Next and Next**. (

A section titled **Save To:** will now appear on the bottom of the selected fields. A report can either be saved to **User Account** (only for the creators use) or to other shared groups (for that group's use). Click **Save**.

**NOTE:** Shared queries can be modified by other users with access to that group. Check the query before running reports!

### Ad Hoc Query Wizard - Grouping and Aggregation

Use Grouping and Aggregation to place results into groups and/or per format.

[Field Selection](#) > [Filter Parameters](#) > [Output Formatting](#) > [Grouping](#)

\*Query Name:

Short Description:

Long Description:

Group the data into sections that can have aggregates/sub-totals

Grouping	Group by	Group Order
Tier 1	<input type="text"/>	Ascending
Tier 2	<input type="text"/>	Ascending
Tier 3	<input type="text"/>	Ascending
Tier 4	<input type="text"/>	Ascending
Tier 5	<input type="text"/>	Ascending

Aggregate/Sub Total by Aggregate Type

Aggregate	Sub Total	Aggregate Type
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Save To: ☐ User Account ☒ User Groups



## CORRECTING DATA

Program Participation data can be corrected either through Direct Entry or by File Upload.

To correct a student's Program Participation data through Direct Entry, navigate to the student's enrollment record. Click **Search, Student**, enter the student's last name, and click **Go**. Click the student's name and the **Enrollments** tab.

Open the enrollment record and scroll to the **State Reporting Fields**. Change the incorrect data element and click **Save**.

The screenshot shows the SIS interface for a student named Gamgee, Samwise. The 'Enrollments' tab is selected, and the 'State Reporting Fields' section is highlighted. This section includes fields for State Exclude, Serving District, Resident District, Military Connected Status, Attendance and Enrollment Information (auto-calculated read-only), Title I Targeted Assistance Program, Title I Instructional Services, Title I Support Services, Title I Other, and Other Program Participation. The 'Attendance and Enrollment Information' section shows Fall Aggregate Hours of Inst. (F. 720 + hours), Fall Absent (0.500), Spring Aggregate Hours of Inst., and Testing Aggregate Hours of Inst. (0.000). The 'Title I Targeted Assistance Program' section shows Title I Part A Neglected and Title I Part D Delinquent and served by. The 'Other Program Participation' section shows various categories like Migrant, Immigrant, Foreign Exchange, Homeless, and McKinney-Vento.

To correct student Program Participation through File Upload, first verify that the information is correct in the District's Student Information System.

Then, **Export Program Participation data from your Student Information System.**

Create an export file from your Student Information System. Save the file in either \*.txt or \*.tsv format.

From the **Index**, select **MT State Reporting/MT Data Upload**.

Choose **Import Type**, Program Participation and **Work to Perform**, Validate and Test. Browse for the file and click **Upload**.

The screenshot shows the 'State Data Import' form. It includes instructions for selecting an 'Import Type' (Program Participation) and 'Work to Perform' (Validate and Test File). The 'Import Options' section has fields for 'Import Type' (Program Participation) and 'Work to Perform' (Validate and Test File). There are buttons for 'Browse...', 'Upload', 'Submit to Batch', and 'Load'. The 'Result File' section has a dropdown menu and a 'Load' button.

**Results:**  
 File Name: AF\_0420\_09272010.tsv  
 Processing Started Time: Mon Sep 27 11:48:21 EDT 2010.  
 Processing Finished Time: Mon Sep 27 11:48:23 EDT 2010.  
 Total Time To Process File: 1.328 seconds.

0 Records Inserted.  
 0 Records Changed.  
 0 Records Deleted.  
 0 Records No Changes.

**Error Count:**192  
**Warning Count:**0

**Error Detail:**

Line Number	Error Message	Content
2	There is no calendar with number (0).	AF[0420]0356[0]466561935[115048]
3	There is no calendar with number (0).	AF[0420]0356[0]969186302[115049]

Check the **Import Results Summary** for errors. Correct the errors in your Student Information System and the file.

Upload the file again (to re-check for errors).

Once the file is free of errors, return to **MT State Reporting/MT Data Upload**.

Change **Work to Perform** to **Load Partial File**. Click **Upload**.

**NOTE:** Be sure to resync the data:

Index>System Administration>Data Utilities>Resync State Data>>Check box next to Enrollments.

Click **Send Resync**

**State Data Import**

Select an option under "Import Type" to specify which record type you are uploading. If the file you upload contains more than one type of record, (i.e. SD and EN records) select "Multiple Record Types".

Select an option under "Work To Perform" to indicate how the file should be processed. There are 2 options:

1. **Validate and Test File** - Only error checking will be performed on the file. A summary report will be generated identifying any errors that were found. No data is imported under this option.
2. **Load Partial File** - Data from the file will **add to or update the current student record** in the AIM system. A summary report will be generated indicating the number of records that were inserted or changed. This option should be used when updating the information on a partial list of students.

**Import Options**

Import Type:

Work to Perform:

File:


Or

Result File:



## STEP BY STEP GUIDE TO PROGRAM DATA ELEMENTS and VERIFICATION

This section defines each data element required for the Program Participation Collection, shows where it's entered in AIM, and defines the filter to create an Ad Hoc Report (for the major data elements).

**NOTE:** A test symbol (  ) will appear next to each element used in calculating AYP subgroups.

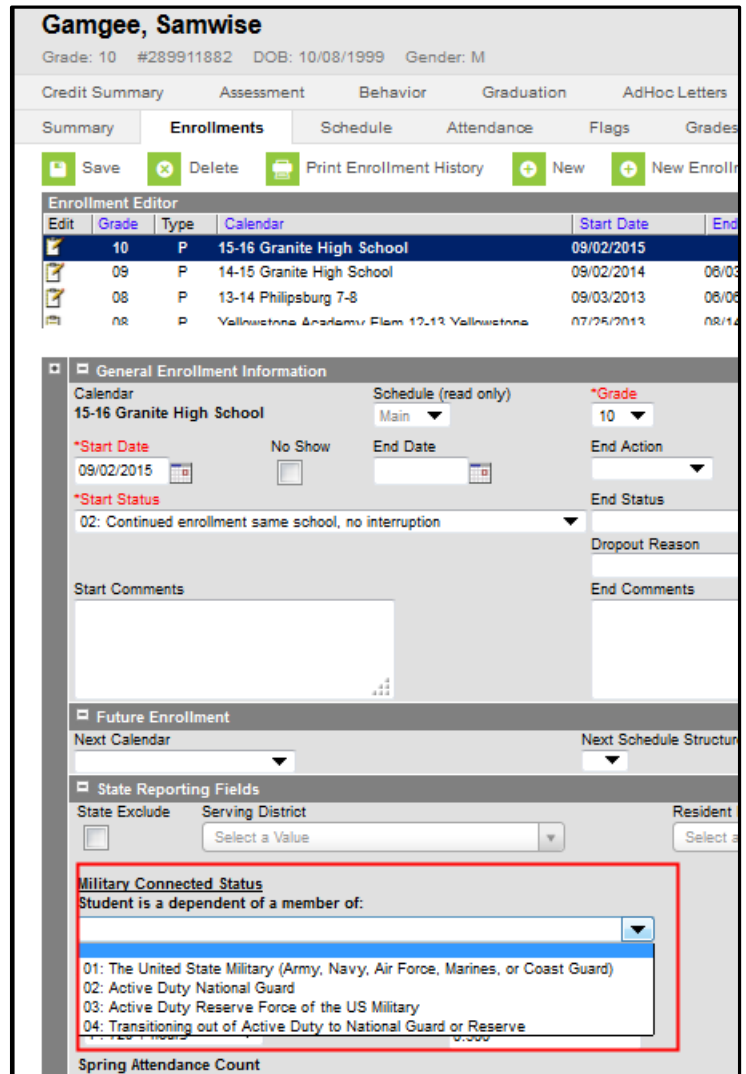
### Military Connected Status

Beginning in school year 2014-15, districts must report the Military Connected Status of enrolled students.

For more information about the data being collected, see [New Military Connected Student Data for 2014-15](#).

The data is reported on the student **Enrollment** tab in the **State Reporting Fields** section. (*path is Search:Student/Enrollments/State Reporting Fields/Military Connected Status*)

- NOTE: Once the student has been identified in AIM as Military Connected, do not remove the data for the remainder of the school year.



The screenshot shows the AIM system interface for a student named Gamgee, Samwise. The student's grade is 10, ID is #289911882, and DOB is 10/08/1999. The interface includes tabs for Credit Summary, Assessment, Behavior, Graduation, and AdHoc Letters. The Enrollments tab is active, showing a table of enrollment records. Below the table, the General Enrollment Information section is expanded, showing details for the 15-16 Granite High School enrollment. The State Reporting Fields section is also expanded, and the Military Connected Status field is highlighted with a red box. The dropdown menu for Military Connected Status is open, showing four options: 01: The United State Military (Army, Navy, Air Force, Marines, or Coast Guard), 02: Active Duty National Guard, 03: Active Duty Reserve Force of the US Military, and 04: Transitioning out of Active Duty to National Guard or Reserve.

Edit	Grade	Type	Calendar	Start Date	End Date
	10	P	15-16 Granite High School	09/02/2015	
	09	P	14-15 Granite High School	09/02/2014	08/03/2015
	08	P	13-14 Philipsburg 7-8	09/03/2013	08/06/2014
	08	P	Yellowstone Academy Elem 12-13 Yellowstone	07/25/2013	08/14/2014

**General Enrollment Information**

Calendar: 15-16 Granite High School | Schedule (read only): Main | \*Grade: 10

\*Start Date: 09/02/2015 | No Show: ☐ | End Date: ☐ | End Action:

\*Start Status: 02: Continued enrollment same school, no interruption | End Status:

Dropout Reason:

Start Comments:

End Comments:

**Future Enrollment**

Next Calendar:  | Next Schedule Structure:

**State Reporting Fields**

State Exclude: ☐ | Serving District:  | Resident:

**Military Connected Status**

Student is a dependent of a member of:

- 01: The United State Military (Army, Navy, Air Force, Marines, or Coast Guard)
- 02: Active Duty National Guard
- 03: Active Duty Reserve Force of the US Military
- 04: Transitioning out of Active Duty to National Guard or Reserve

Spring Attendance Count:

The chart on the next page lists the data fields used to create an Ad Hoc report to verify the Military Connected Status reported for enrolled students.

Military Connected Status					
This Ad Hoc report shows all currently enrolled students who are flagged with a Military Connected Status.					
SECTION	SUB-SECTION	SUB-SECTION	FIELD	OPERATOR	VALUE
Demographics			stateID		
			lastName		
			firstName		
			grade		
Learner	All Enrollments	State Localized elements	militaryConnectedStatus		
Demographics			activeToday	= TRUE	

### Title I Participation

For each student who participates in a **Targeted Title I** program, check the **Title I** box AND check the **Title I Instructional Services** in which the student participates.

- If the school has been designated as Schoolwide Title I, **no students** should be marked as **Title I Participants**.

<b>Title I Targeted Assistance Program</b>		
Title I <input checked="" type="checkbox"/>		
<b>Title I Instructional Services</b>		<b>Title I Support Services</b>
<input checked="" type="checkbox"/> Reading Lang Arts	<input type="checkbox"/> Social Sciences	<input type="checkbox"/> Health, Dental and Eye Care
<input checked="" type="checkbox"/> Math	<input type="checkbox"/> Vocational/Career	<input type="checkbox"/> Guidance/Advocacy
<input type="checkbox"/> Science	<input type="checkbox"/> Other	<input type="checkbox"/> Other

Title I Students					
This Ad Hoc report shows all currently enrolled students who are flagged as Title I Targeted Assistance Program participants (NOTE: Students in Schoolwide Title I schools should not be flagged as Title I participants).					
SECTION	SUB-SECTION	SUB-SECTION	FIELD	OPERATOR	VALUE
Demographics			stateID		
			lastName		
			firstName		
			grade		
Learner	Active Enrollment	State Reporting elements	title1	=	1
	State Localized Elements		title1Reading		
			title1Math		
			title1Science		
			title1Civics		
			title1Career		
			title1InstructionalOther		
			title1Health		
			title1Counseling		
			title1ServiceOther		
Demographics			activeToday	= TRUE	

### Title I Part A Neglected

For each student who resides in a local neglected facility, check the **Title I Part A Neglected** box – regardless of whether or not the district has a program grant to provide services. These facilities include group homes and other residential facilities.

Title I - Other  
Title I Part A Neglected

☐

Title I Part D Delinquent and served by:

01: Local Delinquent Program  
02: Local At Risk Program  
03: State Agency Delinquent Facility

## Title I Part D Delinquent

If a student meets the criteria for **Title I Part A Neglected**, above, select the type of program in which the student participates (if the district is providing services) under **Title I Part D Delinquent**.

01: Local Delinquent Program – Student is in a local detention center or correctional facility – student may attend school or school is providing service at the facility.

02: Local At-Risk Program – Student is a returning dropout or at risk for being a dropout and the school is providing additional educational services.

03: State Agency Delinquent Program – Students in Pine Hills or Riverside Correctional Center but still enrolled in a local school.

Title I Part A Neglected and Title I Part D Delinquent					
This Ad Hoc report shows all currently enrolled students who are flagged as Title I Part A Neglected and Title I Part D Delinquent.					
SECTION	SUB-SECTION	SUB-SECTION	FIELD	OPERATOR	VALUE
Demographics			stateID		
			lastName		
			firstName		
			grade		
Learner	State Localized Elements		neglected	=	1
			delinquent		
Demographics			activeToday	= TRUE	



## Foreign Exchange

Foreign Exchange students are residents of another country who come to a US school for short-term educational purposes under a recognized foreign exchange program. Check the **Foreign Exchange** box for these students.

Foreign Exchange

☐

- Foreign Exchange students in grade 10 must be tested, but their scores are excluded from AYP calculations.

Foreign Exchange					
<i>This Ad Hoc report shows all currently enrolled students who are flagged as Foreign Exchange.</i>					
SECTION	SUB-SECTION	SUB-SECTION	FIELD	OPERATOR	VALUE
Demographics			stateID		
			lastName		
			firstName		
			grade		
Learner		State Localized Elements	foreignStudent	=	1
Demographics			activeToday	= TRUE	

### Gifted/Talented

Districts should indicate students identified as Gifted/Talented, even if the students are not participating in a district program.

Gifted/Talented

☐

Gifted & Talented					
<i>This Ad Hoc report shows all currently enrolled students who are flagged as Gifted/Talented.</i>					
SECTION	SUB-SECTION	SUB-SECTION	FIELD	OPERATOR	VALUE
Demographics			stateID		
			lastName		
			firstName		
			grade		
Learner	Active Enrollment	State Reporting elements	giftedTalented	=	1
Demographics			activeToday	= TRUE	



## 21<sup>st</sup> Century Participants

A student who participates in a 21<sup>st</sup> Century program activity any time during the program year should be marked as a **21<sup>st</sup> Century Participant**.

21<sup>st</sup> Century Participant  
☐

Once the student is identified as a 21<sup>st</sup> Century participant, do not uncheck the box throughout the remainder of the school year.

21 <sup>st</sup> Century Participants					
<i>This Ad Hoc report shows all currently enrolled students who are flagged as 21<sup>st</sup> Century Participants.</i>					
SECTION	SUB-SECTION	SUB-SECTION	FIELD	OPERATOR	VALUE
Demographics			stateID		
			lastName		
			firstName		
Learner	State Localized Elements		twentyFirstCentury	=	1
Demographics			activeToday	= TRUE	

## Homeless / Unaccompanied Youth / McKinney Vento

Mark a student as **Homeless** if the student was homeless at any time during the school, regardless of whether or not the district is the recipient of a McKinney Vento grant. Once a student is marked as Homeless, do not remove the indicator throughout the remainder of the school year, even if the student is no longer homeless.

**Night Time Residence** is a required field.

- 01: Shelters
- 02: Doubled up (living with another family)
- 03: Unsheltered (cars, parks, campgrounds)
- 04: Hotels/Motels

If the student is living on their own (i.e., they do not reside with a parent or other legal guardian), also mark **Unaccompanied Youth**.

If the district has a McKinney-Vento grant, also mark **McKinney-Vento**.

NOTE: Do not mark **Homeless Night Time Residence**, **Unaccompanied Youth** or **McKinney-Vento** or unless the **Homeless** box is marked first.



Homeless <input type="checkbox"/>	Homeless Night Time Residence <input type="text"/>	McKinney-Vento <input type="checkbox"/>	Unaccompanied Youth <input type="checkbox"/>
--------------------------------------	---	--	---

Homeless Students					
This Ad Hoc report shows all students who are flagged as Homeless.					
SECTION	SUB-SECTION	SUB-SECTION	FIELD	OPERATOR	VALUE
Demographics			stateID		
			lastName		
			firstName		
Learner	Active Enrollment	State Reporting elements	homeless	=	1
			homelessResidence		
	State Localized Elements		mckinneyVento		
			unaccompaniedYouth		
Demographics			activeToday	=TRUE	



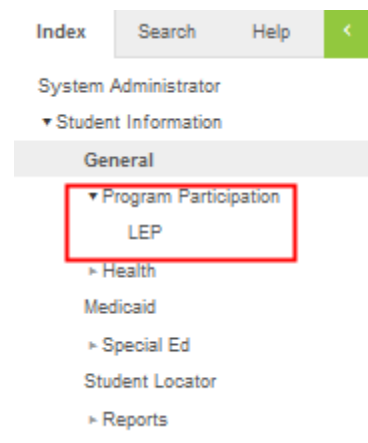
## Limited English Proficient (LEP)

Identify any student identified as Limited English Proficient, or previously identified as Limited English Proficient, in AIM.

- [Criteria for LEP Identification](#)

First, if a student is currently identified as Limited English Proficient, enter the **Home Primary Language** (the language that the student first used to communicate at home) and **Language of Impact** (the language other than English that influences the student's English language development) under the Demographics tab (path: Index / Census / People / Demographics).

Under Index, select **Student Information/Program Participation/LEP**. Select **Program Status: LEP**. Enter **Identified Date** using the date on which the student was first identified as LEP by any school or district).



## Kniesel, Evel

DOB: 09/09/2003 Gender: M

LEP

LEP Assessments

LEP Services

LEP Accommodations



Save



Delete

### Active LEP Record

\*Program Status LEP

Identified Date 8/28/2014

Expected Exit Date

Program Exit Date

Parent Notified

Parent Declined ☐

Comments

### Census Information

**\*\*To update read only fields, please go to Census->People->Identities**

Home Primary Language: 01: Cheyenne

Language of Impact: 05: Cheyenne

First Entered US School: No Data Available

If the district has a Title III grant and uses the grant to fund a program the student participates in, mark the **Title III** box.

Click the **LEP Services** tab. Enter the **Start Date** and **Service Type**: **Title III**.

Click **Save**.

## Kniesel, Evel

DOB: 09/09/2003 Gender: M

LEP

LEP Assessments

LEP Services

LEP Accommodations



New



Save



Delete

### LEP Services

Service Type	Start Date	End Date
--------------	------------	----------

--	--	--

### LEP Services Detail

\*Start Date

End Date

\*Service Type

01: Title III

☐ Parent Refused Services

Date Refused:

Comments



Achievement  
in Montana  
Montana's Statewide  
Assessment System



Montana  
Office of Public Instruction  
Division Bureau, State Superintendent  
opi.mt.gov

**Program Participation  
Verification**

October 2015

LEP LEP Assessments LEP Serv

Save Delete

Active LEP Record

\*Program Status **Exited LEP**

Identified Date 08/01/2009

Expected Exit Date

Program Exit Date 11/2/2013

Parent Notified 08/01/2009

Parent Declined ☐

Comments

A student previously identified as LEP should be marked as *Program Status: Exited LEP* in AIM (for up to 4 years).

Once the district determines the student is "Proficient", the Program Status should be changed to "Exited LEP" and the **Program Exit Date** should be entered. The **Program Exit Date** is not the date of the ELP test (if used as a means of determining proficiency), but rather the date the determination was made by the district.

LEP Students					
This Ad Hoc report shows all currently enrolled students who are flagged as 01: Current or 02: Former LEP (Limited English Proficient).					
SECTION	SUB-SECTION	SUB-SECTION	FIELD	OPERATOR	VALUE
Demographics			stateID		
			studentNumber		
			lastName		
			firstName		
			grade		
			raceEthnicity		
Learner	Active Enrollment	State Reporting elements	lep	IN	01,02
			language		
			englishProficiencyDate		
			title3		
	State Localized		lepIdentifiedDate		
			languageOfImpact		
Demographics			activeToday	= TRUE	

## Immigrant



Students who have attended a US school for less than 3 full academic years (enrollment does not have to be continuous) are considered to be *Immigrant*.

To indicate an Immigrant student in AIM, go to **Index/Student Information/General/Enrollments**, select the enrollment record, and scroll to **State Reporting Fields**. Check the **Immigrant** box and enter **Date Immigrant Entered US School**. *Click Save.*

Also go to **Index/Census/People/Demographics** and enter **Home Primary Language** and **Language of Impact**. *Click Save.*

Immigrant <input checked="" type="checkbox"/>	Date Immigrant Entered US School 01/01/2013
--	--

Date Entered US 01/01/2013	Date Entered US School 01/15/2013
	Date Entered State School 
Home Primary Language spa: Spanish; Castilian	
Language of Impact 33: Spanish	

Immigrant Students					
This Ad Hoc report shows all currently enrolled students who are flagged Immigrants.					
SECTION	SUB-SECTION	SUB-SECTION	FIELD	OPERATOR	VALUE
Demographics			stateID		
			lastName		
			firstName		
			grade		
Learner	Active Enrollment	State Reporting elements	immigrant		
	State Localized Elements		immigrantDate		
Demographics			homePrimaryLanguage		
Demographics			languageAlt		
Demographics			activeToday	= TRUE	



## Section 504

Section 504 is not itself a subgroup for AYP testing, but students identified as 504 participants may be entitled to certain test accommodations. If a student receives test accommodations but is not marked as either Special Education or 504, the test may be invalidated and assigned a score of Novice.

**NOTE:** Do not check a student as 504 if the student does not have an active 504 plan on March 10, 2015 (Test Window Count Date).

Section 504  
☐

Section 504					
<i>This Ad Hoc report shows all currently enrolled students with Section 504 checked.</i>					
SECTION	SUB-SECTION	SUB-SECTION	FIELD	OPERATOR	VALUE
Demographics			stateID		
			lastName		
			firstName		
			grade		
Learner	Active Enrollment	State Reporting elements	section504	=	1
Demographics			activeToday	= TRUE	

## Supplemental Educational Services (SES)

Select schools are required to offer Supplemental Educational Services to students depending upon their Title I Status and prior year's AYP results.

A complete list of those schools required to offer SES Services can be found here: [2014-15 SES and PSC Eligible Schools](#)

In AIM, indicate a student receives SES Services by going to **Index/Student Information/General/Enrollments**, select the enrollment record, and scroll to **State Reporting Fields**. Check the **Receives Supplemental Educ Srvcs (SES)** box.

Receives Supplemental Educ Srvcs (SES)

☐

### Receives Supplementary Educational Services (SES)

*This Ad Hoc report shows all currently enrolled students with Receives Supplementary Educational Services (SES) checked.*

SECTION	SUB-SECTION	SUB-SECTION	FIELD	OPERATOR	VALUE
Demographics			stateID		
			lastName		
			firstName		
			grade		
Learner	State Localized Elements		supplementalEducationServices	=	1
Demographics			activeToday	= TRUE	



## School Choice

Schools which participate in Title I for 2 consecutive years and do not meet Adequate Yearly Progress (AYP) for a second year must offer Public School Choice if another school making AYP is available within the district.

Choice is usually only offered in the very large districts with several elementary schools. Many districts cannot offer Choice since there are no other schools available to receive students. For example, medium sized school districts may be configured so that one building teaches K-2, another 3-4, another 5-6, and finally another 7-8. Such schools have only one school that offers a grade level, so they cannot offer Choice since there are no other schools of the district to receive students. However, districts may choose to discretionarily enter into tuition and interlocal agreements to provide Choice, but it is not required.

A complete list of those schools required to offer Choice can be found here:  
[2014-15 SES and PSC Eligible Schools](#)

A student who transferred to another school of the district because of Choice should have an **End Status** of *130: Transfer to a public school under NCLB school choice* and a **Start Status** into the new school of *05: Transfer from a public school under NCLB school choice*.

## Race/Ethnicity Reporting



Federal Race/Ethnicity reporting is now required for all students. The first question is “*Is the student Hispanic/Latino?*” and the second question is “*Is the student from one or more of these races?*”. Both questions **are required** and multiple races may be selected. Neither **Race Ethnicity** (the old State Race code) nor **Race/Ethnicity Determination** are required.

For more information, see: [Race and Ethnicity Guidance to Schools](#)

**Race/Ethnicity**

**\*Is the individual Hispanic/Latino?**  
Y: Yes

**\*Is the individual from one or more of these races?**  
(check all that apply)

☐ American Indian or Alaska Native

☐ Asian

☒ Black or African American

☐ Native Hawaiian or Other Pacific Islander

☒ White

Race Ethnicity

Race/Ethnicity Determination

**Race/Ethnicity (Edit)**

State Race/Ethnicity:

Federal Designation: 6: White

Race(s): White

Hispanic/Latino: N: No

Race/Ethnicity Determination:

**NOTE:** If the answer to the first question is Yes, at least one race must be selected. Hispanic is no longer considered a race, but an ethnicity.

To verify the Race/Ethnicity of students, create separate Ad Hoc Reports for each of the minority races in the district. The easiest way to create these reports is to create one report with all the races included, then copy the report and change the name and filter.

First, set up a general **Race/Ethnicity** report following the general Ad Hoc Report instructions.

Create a copy of the report.

Under **Saved Filters**, select the general Race/Ethnicity report. Click **Copy**.

General Race/Ethnicity				
This Ad Hoc report shows all currently enrolled students and their Race/Ethnicity.				
SECTION	SUB-SECTION	FIELD	OPERATOR	VALUE
Demographics		stateID		
		lastName		
		firstName		
		grade		
Demographics	Federal Race	hispanicLatino		
		americanIndian		
		asian		
		blackOrAfricanAmerican		
		pacifcIslander		
		white		
		raceEthnicityFed		
Demographics		activeToday	= TRUE	

Select the copy of the report from **Saved Filters** and click **Edit**.

A list of **All Fields** and **Selected Fields** will appear. Change the name of the Ad Hoc Report.

Click **Next**.

Ad Hoc Query Wizard - Field Selection

Query Name:

Short Description:

Long Description:

Select categories & fields

Filter By:  Search Clear

All Fields

- Student
- Demographics
- School Calendar
- School
- District
- Reporting Entity
- Learner
- Counselor
- Learner Planning
- Census
- Health
- Medicaid
- Behavior
- Attendance
- Assessment
- Grading
- Learner Portfolio
- Locker
- Fee
- Transportation
- Activities
- Campus Usage
- Food Service

Selected Fields

- student.stateID
- student.lastName
- student.firstName
- student.grade
- fedRace.hispanicLatino
- fedRace.americanIndian
- fedRace.asian
- fedRace.blackOrAfricanAmerican
- fedRace.pacificIslander
- fedRace.white
- fedRace.raceEthnicityDetermination
- student.activeToday

Add Function Edit Function

< Back Next >

Filter the data

ID	*Field	Operator	Value
X 1	student.stateID		
X 2	student.lastName		
X 3	student.firstName		
X 4	student.grade		
X 5	fedRace.hispanicLatino	=	1
X 6	fedRace.americanIndian		
X 7	fedRace.asian		
X 8	fedRace.blackOrAfricanAmerican		
X 9	fedRace.pacificIslander		
X 10	fedRace.white		
X 11	fedRace.raceEthnicityDetermination		
X 12	student.activeToday	= TRUE	

Add

Logical Expression (Optional):

If logical expression is left blank, all operators will be applied.  
 Allowed symbols: AND OR NOT ( ) IDs  
 Example Syntax: (1 AND (2 OR 3) AND 4 AND (NOT 5 OR 6))

Save To: ☒ User Account  
 Folder: /

☐ User Groups

Save Save & Test

Under **Operator**, set *fedRace.hispanicLatino* (or any of the following Race codes) to "=" and **Value** to "1". Choose the **Sort** criteria (to sort by grade, name, etc).

Click **Save**.

Repeat for all other Race codes.

*\*Operator and Value are set to "=" and "1" for each race queried*



## SPECIAL EDUCATION



Special Education status is determined by a student's participation in Special Education services as of March 19, 2015 (Test Window Count Date). Special Ed Participation is determined by the presences of an active IEP and absence of a Special Ed Exit Date/Reason on March 19, 2015.

The Special Education Status in the student's enrollment record is NOT used for state reporting, rather it is the presence of a locked IEP that signals a student as being Special Ed. It is important to remember that only locked IEPs will sync up to the state database.

- Students with unlocked IEPs will not be counted as being in Special Ed for AIM purposes.

### Design the Filter

From the **Index**, expand **Ad Hoc Reporting** and select **Filter Designer**.

Under **Create New**, select **Filter Type**, **Query Wizard** and **Data Type**, **Student**.

Click **Create**.

Give the query a *Name*, *Short Description*, and *Long Description* as appropriate.

Add fields as outlined below.

Click **Next**.



## Special Education Status

*This Ad Hoc report shows all students with an active Special Education plan as of March 12, 2013, without a Special Education Exit Date/Exit Reason. These are counted as Special Ed students.*

SECTION	SUB-SECTION	SUB-SECTION	FIELD	OPERATOR	VALUE
Demographics			stateID		
			lastName		
			firstName		
			grade		
			serviceType	NOT IN	N
			startDate	BETWEEN	8/1/2014 (first day of school) THROUGH 3/19/2015
			startStatus		
			endDate	IS NULL	
			<b>endDate</b>	>	3/19/2015
			endStatus		
Learner Planning	Learning Plans		name	NOT IN	MT Outcome Measures 3-6
			planStartDate	<=	03/19/2015
			planEndDate	>=	03/19/2015
			locked	=TRUE	
Learner	Active Enrollment	Special Ed elements	spedExitDate	IS NULL	
			<b>spedExitDate</b>	>	03/19/2015
			spedExitReason		





Filter the data

ID	*Field	Operator	Value
X 1	student.stateID		
X 2	student.lastName		
X 3	student.firstName		
X 4	student.grade		
X 5	student.serviceType	NOT IN	N
X 6	student.startDate	BETWEEN	DATE 08/01/2014 THROUGH DATE 03/10/2015
X 7	student.startStatus		
X 8	student.endDate	IS NULL	
X 9	learningPlan.name	NOT IN	MT Outcome Measures 3-6
X 10	learningPlan.planStartDate	<=	03/10/2015
X 11	learningPlan.planEndDate	>=	03/10/2015
X 12	learningPlan.locked	= TRUE	
X 13	activeEnrollment.spedExitDate	IS NULL	
X 14	activeEnrollment.spedExitReason		
X 15	student.endDate	>	03/10/2015
X 16	activeEnrollment.spedExitDate	>	03/10/2015

Add

Logical Expression (Optional):

Under **Filter the Data**, click the **X** next to all other fields (this does not delete the fields, just removes them from use in the Logical Expression below).

- This view shows the list after removing the unrestricted fields by clicking the X's.

Filter the data

ID	*Field	Operator	Value
X 1	student.serviceType	NOT IN	N
X 2	student.startDate	BETWEEN	DATE 08/01/2014 THROUGH DATE 03/10/2015
X 3	student.endDate	IS NULL	
X 4	learningPlan.name	NOT IN	MT Outcome Measures 3-6
X 5	learningPlan.planStartDate	<=	03/10/2015
X 6	learningPlan.planEndDate	>=	03/10/2015
X 7	learningPlan.locked	= TRUE	
X 8	activeEnrollment.spedExitDate	IS NULL	
X 9	student.endDate	>	03/10/2015
X 10	activeEnrollment.spedExitDate	>	03/10/2015

Add

Logical Expression (Optional):

**\*\* Note that fields in *italics* are entered a second time on the Filter the Data**

For this query, use the following Logical Expression:

Students with a *Service Type* P or S (1 AND), students enrolled between the first day of school and the Count Date (2 AND), students with a Learning Plan that does not include MT Outcome Measures 3-6 (4 AND), students with an IEP Start Date active on the Count Date (5 AND), students with an IEP End Date on or after the Count Date (6 AND), students with a Locked IEP (7 AND), students who are either still enrolled, or exited after the Count Date (3 OR 9) and students who have not exited Special Ed services, or exited after the Count Date (8 or 10).

To use that query, enter this phrase under the **Logical Expression** box:

1 AND 2 AND 4 AND 5 AND 6 AND 7 AND (3 OR 9) AND (8 OR 10)

Click **Next**.



Format the output file/report

☒ Output distinct records

Field	OutputSeq	Sort	Direction	Column Header	Alignment	Formatting	Length
student.stateID	<input checked="" type="checkbox"/>			State ID			
student.lastName	<input checked="" type="checkbox"/>			Last Name			
student.firstName	<input checked="" type="checkbox"/>			First Name			
student.grade	<input checked="" type="checkbox"/>	1	Ascend	Grade			
student.serviceType	<input checked="" type="checkbox"/>			Service Type			
student.startDate	<input checked="" type="checkbox"/>			Start Date			
student.startStatus	<input checked="" type="checkbox"/>			Start Status			
student.endDate	<input checked="" type="checkbox"/>			End Date			
student.endStatus	<input checked="" type="checkbox"/>			End Status			
learningPlan.name	<input checked="" type="checkbox"/>			Plan			
learningPlan.planStartDate	<input checked="" type="checkbox"/>			Plan Start			
learningPlan.planEndDate	<input checked="" type="checkbox"/>			Plan End			
learningPlan.locked	<input checked="" type="checkbox"/>			Locked			
activeEnrollment.spdExitDate	<input checked="" type="checkbox"/>			Spd Exit			
activeEnrollment.spdExitReason	<input checked="" type="checkbox"/>			Spd Reason			

Save To: ☒ User Account  
Folder: /

☐ User Groups

Save Save & Test

< Back Next >

## Format the Output

Set Format requirements to the district's specifications (see options above).

- NOTE: Larger districts may want to include Plan Manager Name in the query to sort by Case Manager (note, the Case Manager that appears in the query may not be the active Case Manager – there is currently no way to choose just the active Case Manager). The field is located under Learner Planning/ Learning Plans/planManagerName.

Click **Next**.

Choose Grouping and Aggregate/Sub Total requirements (see options above). Click **Save** or **Save & Test**.

**NOTE:** Students may appear more than once in the report, depending upon their plans, number of amendments, etc. Student counts may not be accurate counts of students receiving Special Education services. It is recommended that AIM Staff share this list with Special Education staff so they may verify the number of students receiving Special Education services as of March 19, 2015.

Ad Hoc Query Wizard - Grouping and Aggregation

\*Query Name: Special Ed Status for Test Window Count Date

Short Description:

Long Description:

Group the data into sections that can have aggregates/sub-totals

Grouping	Group by	Group Order
Tier 1	student.grade	Ascending
Tier 2		Ascending
Tier 3		Ascending
Tier 4		Ascending
Tier 5		Ascending

Aggregate/Sub Total by	Aggregate Type
student.stateID	Record Count

Save To: ☒ User Account  
Folder: /

☐ User Groups

Save Save & Test



## JOB CORPS, YOUTH CHALLENGE AND MT DIGITAL ACADEMY STUDENTS

### Testing

Students in Job Corps or Youth Challenge and in grade 10, and students in MT Digital Academy (MTDA) in grades 3-8 and 10 and enrolled at least quarter time (more than 180 hours) are required to test. Test barcode labels for MT Youth Challenge students were sent directly to the Youth Challenge program (or the designated test coordinator for Youth Challenge) if the students were identified during the Assessment Registration Collection. Contact Judy Snow at [jsnow@mt.gov](mailto:jsnow@mt.gov) or (406) 444-3656 for more information.

**Green, Red**  
Grade: 09 DOB: 01/30/1999 Gender: M

Credit Summary Assessment Behavior Graduation AdHoc Letters Records Transfer

Summary Enrollments Schedule Attendance **Flags** Grades Transcript

Save Delete New

Student Flag Editor

Flag	Start Date	End Date	User Warning

Student Flag Detail

Flags

YthChnging.MT Youth Challenge

Start Date: 08/16/2014 End Date: Eligibility Start Date: Eligibility End Date:

User Warning:

Participation Details:

Description:

### Identifying Students

Students in Job Corps or Youth Challenge are identified on the Flags tab.

If the student exits the Job Corps or Youth Challenge Program, *enter* the student's **End Date** on the Flags tab and also enter **End Date** and **End Status** in the Enrollment tab.

Students who take a HiSET test at the Job Corps or Youth Challenge site must be exited in AIM prior to the test date.

Job Corp & MT Youth Challenge					
This Ad Hoc report shows students in 10 <sup>th</sup> grade and enrolled in Job Corp or MT Youth Challenge.					
SECTION	SUB-SECTION	SUB-SECTION	FIELD	OPERATOR	VALUE
Demographics			stateID		
			lastName		
			firstName		
			grade	IN	10
Learner	Programs		name	IN	MT Youth Challenge, Job Corp
			startDate		
			endDate	IS NULL	





## FRAM MODULE

The new **FRAM** module allows districts to track changes to the Free/Reduced Meal status throughout the year.

- **NOTE:** Meal Status is no longer entered in the student enrollment. All Free/Reduced Meal Status information **must** be entered through the **FRAM** module.

To access the **FRAM** module, *select Index/FRAM/Eligibility.*

To add a new record, *click New.*

The screenshot displays the FRAM module interface for a student named Gamgee, Samwise. The sidebar on the left lists various system administration options, with 'FRAM' and 'Eligibility' highlighted. The main header shows student details: Grade: 10, #289911882, DOB: 10/08/1999, Gender: M. The central area is titled 'Eligibility' and contains a table for managing records. A 'New' button is highlighted with a yellow star and a cursor. Below the table, there is a form for 'Eligibility Detail' with fields for School Year, Start Date, End Date, Eligibility Type, Source, and State Eligibility Code.

Districts must *enter Start Date, End Date, Eligibility, and Source.*

- This information is collected as part of a student's Free/Reduced Meal application or is included in a direct certification file sent to the district by the Department of Public Health and Human Services.

**Year** should be set to the current year.

**Start Date** is the first date of eligibility.

**End Date** is the last date of eligibility.

**Eligibility** is the status of the student:

F: Free

R: Reduced

P: Paid

N: Non-reimbursable (not used for state reporting)

The screenshot shows a form with the following fields:   
- \*EndDate: A date picker field.   
- Application Name: A text input field.   
- Reference Number: A text input field.   
- \*Source: Radio buttons for Non-Direct (selected) and Direct.   
- \*Certified Type: A dropdown menu.

**Source** is set to *Direct* if the student is certified by the state DPHHS and *Non-Direct* if the meal status is determined locally. When an option is selected, the **Certified Type** field appears.

**Certified Type** is a record of how the determination was made.

- NOTE: **Certified Type** is not required for State Reporting purposes. The OPI recommends defaulting students to "Income" unless the district chooses to enter **Certified Type**.

Click **Save** once all required fields have been populated.

The screenshot shows the \*Certified Type dropdown menu with the following options:   
Income   
Categorical   
Override   
Runaway   
Homeless   
Foster   
Migrant   
Temporary/No Income   
Even Start   
Head Start   
RCCI   
Early Childhood   
Medicaid   
Declined   
Denied   
Did Not Apply   
Socioeconomic Status

The screenshot shows the 'Eligibility Report' page. On the left is a sidebar with a navigation menu. The main content area has a heading 'There are two report types to select from either the Eligibility Report or Permission to Share Report.' Below this is a dropdown menu labeled 'Which type of report would you like to generate?' with 'Report Type' as a label. The dropdown menu shows 'Eligibility Report' and 'Permission to Share Report'.

## FRAM REPORT

A new report is available to verify Free/Reduced Meal Status.

From **Index**, expand **FRAM** and **Reports**. Select **Eligibility**.

Choose the **Report Type Eligibility Report**.

Choose *School Year* “15-16”, *Summary Type* “Daily”, *Date* (current Fall or Test Window Count Date), *Eligibility Type* “Meal”, *Eligibility* “Free” and “Reduced” (Control + Click to select both), *Eligibility Certified Type* “All”, check “Include Detail”, and choose at least one *Calendar* for verification.

Click **Generate Report**.

A report will generate in PDF format with Eligibility totals at the top and student detail below.

**Eligibility Report**

This report will display free, reduced and paid eligibility information by student based on date and type selected.

Which type of report would you like to generate?  
Report Type: Eligibility Report

School Year: 15-16

Summary Type: ☒ Daily ☐ Period ☐ Month

Date: 10/05/2015

Eligibility Type: Meal  
SES

Eligibility: Free  
Reduced  
Paid

Eligibility Certified Type: All  
Non-Direct  
Income  
Categorical  
Override  
SNAP

Grade: All  
KF  
KH  
P1  
PK

Which calendar(s) would you like to include in the report?  
☒ active year  
☐ list by school  
☐ list by year

15-16  
15-16 Granite High School  
15-16 Philipsburg 7-8  
15-16 Philipsburg School  
Granite High School 15-16

CTRL-click or SHIFT-click to select multiple

Observe State Exclude  
Include Detail: ☒

Person Identifier: ☐ Student Number ☒ State ID

Detail Sort By: Name

Show Only Latest Eligibility: ☐

Report Format: ☒ PDF ☐ CSV

Generate Report

Summary for Eligibility Type: Meal										
Type	Free	Reduced	Paid	Total						
<b>Direct Source</b>										
Foster	0	0	0							0
Head Start	0	0	0							0
Homeless	1	0	0							1
Medicaid	0	0	0							0
Migrant	0	0	0							0
Runaway	0	0	0							0
FDPIR	0	0	0							0
SNAP	59	0	0							59
TANF	2	0	0							2
<b>Non-Direct Source</b>										
Income	48	29	0							77
Categorical	11	0	0							11
Override	0	0	0							0
Runaway	0	0	0							0
Foster	8	0	0							8
Migrant	0	0	0							0
Head Start	0	0	0							0
RCCI	0	0	0							0
Early Childhood	0	0	0							0
Homeless	1	0	0							1
Declined	0	0	0							0
Denied	0	0	0							0
Did Not Apply	0	0	0							0
Socioeconomic Status	0	0	0							0
Even Start	0	0	0							0
Medicaid	0	0	0							0
<b>Total</b>	<b>128</b>	<b>29</b>	<b>0</b>							<b>157</b>

Eligibility Report Detail										
Sch. Year	Student Name	Date of Birth	State ID	Grade	Eligibility Type	Eligibility Source	Certified Type	School	Start Date	End Date
15-16	Adams, Bryan J.	08/27/1999	339509260	11	Meal	Reduced Non-Direct	Income	Anaconda High School	08/31/2015	10/03/2016
15-16	Adams, Bryan J.	05/13/2001	771994929	09	Meal	Reduced Non-Direct	Income	Anaconda High School	08/31/2015	10/03/2016
15-16	Allen, Amanda M.	01/18/2001	109121085	09	Meal	Reduced Non-Direct	Income	Anaconda High School	09/22/2015	10/03/2016
15-16	Allen, Amanda M.	10/28/2000	416207776	09	Meal	Free Non-Direct	Income	Anaconda High School	08/31/2015	10/03/2016
15-16	Anderson, Christina	12/28/1998	145973399	11	Meal	Free Non-Direct	Categorical	Anaconda High School	09/02/2015	10/03/2016
15-16	Belknap, Clayton A.	08/22/2001	418693973	09	Meal	Free Non-Direct	Income	Anaconda High School	08/31/2015	10/03/2016
15-16	Bennett, Kristen B.	08/11/1999	726771620	11	Meal	Reduced Non-Direct	Income	Anaconda High School	09/13/2015	10/03/2016
15-16	Bennett, Kristen B.	07/28/1999	763353089	10	Meal	Free Direct	SNAP	Anaconda High School	09/02/2015	08/10/2016



For more specific information regarding the entry of **FRAM** data, see the Quick Reference Guides on the OPI AIM Webpage (**Reference Guides/Quick Reference Guides**) for both direct entry and file upload.

The **FRAM** reference guide:

[FRAM Direct Entry and File Upload](#)

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- AIM Data Dictionary
- AIM Trainings
- AIM Technical References
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**AIM Collection Schedule**

- AIM COLLECTION SCHEDULE
- AIM COLLECTION CHECKLIST
- AIM NEW USER GUIDE 2014-15
- AIM STAFF DIRECTORY
- AIM SPECIALIST UPDATE FORM

**AIM Data Collection Guides**

- PREVIOUS YEAR GRADUATE, COHORT AND DROPOUT VERIFICATION AND CERTIFICATION
- BEGINNING OF YEAR VERIFICATION AND ENROLLMENT COLLECTION
- FALL COUNT – ENROLLMENT, AGGREGATE HOURS & COUNT DATE ABSENCE COLLECTION
- FALL PROGRAM PARTICIPATION COLLECTION**
  - FRAM Direct Entry or File Upload**
  - LEP Tool Guide
  - MT Programs - Job Corp, Youth Challenge and MTDA
  - Program Participation Collection Guide
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- FALL CTE COLLECTION
- ASSESSMENT REGISTRATION COLLECTION
- SPRING COUNT – ENROLLMENT & AGGREGATE HOURS COLLECTION
- TEST WINDOW COUNT – ENROLLMENT, AGGREGATE HOURS & COUNT DATE ABSENCE COLLECTION
- TEST WINDOW PROGRAM PARTICIPATION COLLECTION
- SPRING CTE COLLECTION
- END OF YEAR ENROLLMENT & ADA COLLECTION
- END OF YEAR PROGRAM PARTICIPATION COLLECTION

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